



## Class Syllabus - Principles of Business, Marketing, and Finance

Mrs. Alma Rangel

Phone: 956-580-5300 ext. 1183

Room: 302

Conference: 1st block

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### COURSE DESCRIPTION

In Principles of Business, Marketing, and Finance, students gain knowledge and skills in economies and private enterprise systems, the impact of global business, the marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings in business, marketing, and finance.

### Class MATERIALS

Paper Towels

Kleenex

### COURSE OBJECTIVES

- Demonstrate professional standards/employability skills required by business and industry.
- Describe the characteristics of business
- Define ethics in business
- Differentiate between the economic systems with emphasis on the private enterprise system and the U.S. economy.
- Relate to the impact of international business on the U.S. economy
- Identify the role and impact of government, the legal system, and organized labor in business
- Classify types of businesses that market goods and services
- Analyze cost and profit relationships in finance.
- Understand the fundamental principles of money
- Demonstrate an understanding of personal financial management
- Understand the scope of market identification & the importance of an effective marketing mix
- Identify career opportunities within the Business Management and Administration career cluster, the Finance career cluster, and the Marketing career cluster and formulate a career plan

### CLASS EXPECTATIONS

This class will be operated in the manner of a professional learning environment. This environment includes

1. BE ON TIME - You must be in your seat, logged into your computer, and prepared to work at the tardy bell. ALL Doors will remain locked (Students must take a pass when leaving class), Back Door SHOULD NOT BE OPEN at any time.
2. BE RESPECTFUL
  - a. Demonstrate RESPECT to your classmates and teachers and their property.
  - b. Professional behavior and language is expected at all times.
  - c. Treat your computer with care. If you encounter problems with your computer, please report it to me so I can submit a work order.
3. ABSOLUTELY no food or drink in the computer lab.
4. No caps or hoodies!
5. Only use the Internet with the teacher's permission and follow the Internet safety guidelines.

6. All assignments will be due no later than the due date assigned by the teacher. Notify the teacher if you will be out (due date may change if excused absence)
7. BEGINNING OF CLASS PERIOD -
  - a. Leave your cell phone in the "Parking Lot".
  - b. Take your seat
  - c. Log in to your computer
  - d. Begin with our daily bell ringer. (This should be before the bell rings).
8. END OF CLASS PERIOD/CLASS DISMISSAL -
  - a. Remain seated the Bell does not dismiss you I DO!! DO NOT STAND BY THE DOOR
  - b. The workstation area must be clean and chairs must be pushed in!!
  - c. Save your work and LOG OFF

### **CELL PHONE POLICY**

NO Personal electronic devices including Cell phones and headphones. Devices must be **turned off and stored away**. Please make note of the following new cell phone policy.

Cell phones must be stored in the classroom "Parking Lot". If a cell phone is not stored away make note of the following consequences.

- 1st Offense - Documented warning
- 2nd Offense - \$15 Fine and 24-hour return
- 3rd Offense - \$20 Fine and 48-hour return
- 4th Offense and subsequent offenses - \$25 fine and 48-hour return.

### **BATHROOM/HALL PASS POLICY**

- Only one student at a time is allowed to use the restroom.
- Students are not allowed to take their cell phone to the restroom
- Student's temporary absence from the classroom must not exceed 5 minutes. Exceeding the 5-minute time limit may result in the loss of Hall Pass privileges.
- Hall passes may NOT be used for the first or the last 10 minutes of the class period.

### **ACADEMIC DISHONESTY**

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

### **ATTENDANCE, EXAMS AND ASSIGNMENTS**

Students are expected to attend class, participate in class discussions, and complete all labs, assignments, and activities. If you must miss a class for any reason, YOU are responsible for making up the work and collecting any notes/assignments that you missed. Makeup exams and assignments will be accepted at the instructor's discretion. On the first day that you return to class, it is your responsibility to check with the instructor.

### **MAKE-UP WORK**

- Students with an EXCUSED ABSENCE from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Students will receive a zero for any major or minor assignment not made up within the allotted time.

- Students with an UNEXCUSED ABSENCE may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.

## GRADING

<b>Semester Average:</b>	
<b>Assignment</b>	<b>Weight</b>
<b>Minor Assignments:</b> Daily Work, Warm-up, Quizzes, Homework	40%
<b>Major Assignments:</b> Tests, Projects/Presentations, Reports, Essays	60%

Posting of Grades: All grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it daily.

## TUTORING

Tutoring will be available on Tuesdays and Thursdays 7:15 - 7:45 am.

## FINAL EXAM

1st. Mid-Term Exam – Comprehensive Exam

2nd. Term Exam – Comprehensive Exam

## COURSE OUTLINE:

Week 1: Introduction to Principles and work to build classroom culture

Week 2: Economic Decisions

Week 3: Economic Systems

Week 4/5: Economic Measurements

Week 6: Business in Our Economy

Week 7: Business Structures

Week 8: Mid-Term

Week 9/10: Business Structures Cont.

Week 11: Managers as Leaders

Week 12/13: Financial Management

Week 14: Marketing and Distribution

Week 15: Social Responsibility and Business Ethics

Week 16: International Business

Week 17: Final Exam

Disclaimer: It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Sharyland ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimento en sus programas servicios o actividades vocacionales, tal como lo requiere el Titulo VI de la Ley de Deprechos Civiles de 1964, segun enmienda, el Titulo IX de las Emmiendas en la Educacion de 1972, y la Seccion 504 de la ley de Rehabilitacion de 1973, segun enmienda.

Student Name (Print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_